

## ORGANIZATION

Multiple participation and commitment are required to accomplish the purpose for publication of exchange. The organization of contributors to exchange, therefore, rests on this thesis.

### I. EXECUTIVE BOARD

Function: Establishes, monitors, and reviews basic editorial policy. The Executive Board sets the purpose; determines the character and over-all slant; defines the nature of the content by which the purpose is to be achieved; indicates special mood or tone; and establishes the physical characteristics, timing, distribution, and organization.

Membership:

Mr. John F. Blake, DDA

Mr. John N. McMahon, ADDA

STATINTL

AR/DDA

C/PS/DDA

CMO/DDA

### II. MANAGING EDITOR -

Function: Monitors and assures appropriate action is taken in the preparation, production, and distribution phases leading to publication of exchange within the policy framework approved by the Executive Board and the recommendations and/or decisions of the Editorial Board.

III. SENIOR EDITORS

Function: Serve as managing editor within the individual DDA office of assignment and as a member of the exchange Editorial Board.

Membership:

Eight individuals. These are named by the Office Planning Teams (preferably a member of the Office Planning Team). Nominations will be requested at the DDA Planning Team conference

[redacted]

STATINTL  
IV. ASSOCIATE EDITORS

Function: Serve as consultants and as members of the exchange Editorial Board.

Membership:



V. EDITORIAL BOARD

Function: Plan the theme and content of future issues of exchange, critique past issues of the magazine, monitor reader reaction, seek new ideas and improvements, and make appropriate recommendations to Executive Board on policy matters.

V. EDITORIAL BOARD (continued)

Membership:

Managing Editor

Senior Editors

Associate Editors

VI. ADMINISTRATIVE ASSOCIATE - [REDACTED] PS/DDA

STATINTL

Function: Performs secretarial service to the Executive Board and to the Editorial Board and provides administrative and clerical support to the Managing Editor.

VII. OTHER PERSONNEL

Reporters                    }  
Columnists                    }      Designated by the Editorial Board  
Feature writers            }

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